

WORD Skills Assessment

1. Open the **Bagels** document.
2. Save the document as **Bagel Mania**.
3. Change the Theme to **Wisp**, change the size of all the text to **14**.
4. Format the title *Bagel Mania* with the **Title** Style. **Center** the title; change it to **24-point Arial Black**.
5. **Center** the subtitle, "The Best Bagels in Town". Change the subtitle to **Arial Black, 16 point, bold, italic**.
6. **Indent** the first line of the first paragraph under the subtitle **0.5** inches.
7. Change the list of bagels (from *Rye* to *Cinnamon-Raisin*) to a **bulleted** list, and then **sort** the list in alphabetical order.
8. Format the list of bagels in **three columns**. (The rest of the document should remain one column).
9. Format the *Breakfast Bagels* and *Lunch Bagels* heading with the **Heading 1** Style, and **bold** them.
10. Format the items in the breakfast bagels list to a **numbered** list. **Repeat** for the lunch bagels list.
11. Change the **left margin** of the entire document to 0.5 inches, and the **right margin** to 0.5 inches.
12. Format the last line, *Come again!*, as **WordArt**. Choose any style of your choice. **Position** it at the center on the bottom of the page.
13. Search for and **insert a picture** of a **bagel**. If needed, resize the picture (you should only have 1 page). Wrap the picture behind the Come Again WordArt text. (Make sure that the WordArt text remains readable).
14. Add a **page border** of your choice.
15. Insert your name as a **footer** on the right side.
16. Preview, **save** and **close** the document.